



**DOCUMENTATION REQUIREMENT CHECK LIST FOR TWENTY FIVE PERCENT (25%)**

- Data Recapture Exercise – this is mandatory for ALL RSA holders (Active and Retired)
- Duly Filled FCMB Pensions Notice of Retirement form
- Retirement/Disengagement Letter
- Written Application
- Evidence of any Accrued Pension Rights/  
acknowledgement of indebtedness by employer(To be provided by client)
- Two Passport Photographs
- Bank Confirmation of Account (NUBAN)
- Sworn Age Declaration/Birth Certificate
- Sworn Affidavit Stating Status of Unemployment (under 50 years)
- Means of ID (National ID/Drivers License/ Voter's Card/Int'l Passport)

**Document status:**

Complete

Incomplete

**Kindly State Outstanding Document(s)**

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**Remarks**

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I certify that the documents attached herewith for accessing the benefit indicated above is complete and originals sighted accordingly.

**Name of Officer:** .....

**Signature of Officer:** .....

**Date received:** .....

**Date Dispatched:** .....

**Location:** .....



**DOCUMENTATION REQUIREMENT CHECK LIST FOR ENBLOC PAYMENT**

- Data Recapture Exercise – this is mandatory for ALL RSA holders (Active and Retired)
- Duly Filled FCMB Pensions Notice of Retirement form
- Retirement/Disengagement Letter
- Written Application
- Last Pay slip
- Evidence of any Accrued Pension Rights/  
acknowledgement of indebtedness by employer(To be provided by client)
- Two Passport Photographs
- Bank Confirmation of Account (NUBAN)
- Sworn Age Declaration/Birth Certificate
- Means of ID (National ID/Drivers License/ Voter's Card/Int'l Passport)

**Document status:**

Complete

Incomplete

**Kindly State Outstanding Document(s)**

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**Remarks**

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I certify that the documents attached herewith for accessing the benefit indicated above is complete and originals sighted accordingly.

**Name of Officer:** .....

**Signature of Officer:** .....

**Date received:** .....

**Date Dispatched:** .....

**Location:** .....



**DOCUMENTATION REQUIREMENT CHECK LIST FOR EXPATRIATES**

- Data Recapture Exercise – this is mandatory for ALL RSA holders (Active and Retired)
- Duly Filled FCMB Pensions Notice of Retirement form
- Retirement/Disengagement Letter
- Written Application
- Evidence of any Accrued Pension Rights/  
acknowledgement of indebtedness by employer(To be provided by client)
- Two Passport Photographs
- Bank Confirmation of Account (NUBAN)
- Sworn Age Declaration/Birth Certificate
- Letter from Employer stating client's wish to go back to home country
- Letter from Embassy stating client's wish to go back to home country
- Means of ID (National ID/Drivers License/ Voter's Card/Int'l Passport)

**Document status:**

Complete

Incomplete

**Kindly State Outstanding Document(s)**

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**Remarks**

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I certify that the documents attached herewith for accessing the benefit indicated above is complete and originals sighted accordingly.

**Name of Officer:** .....

**Signature of Officer:** .....

**Date received:** .....

**Date Dispatched:** .....

**Location:** .....



**DOCUMENTATION REQUIREMENT CHECK LIST FOR NSITF PAYMENT**

- Data Recapture Exercise – this is mandatory for ALL RSA holders (Active and Retired)
- Duly Filled FCMB Pensions Notice of Retirement form
- Retirement/Disengagement Letter
- Written Application
- Evidence of any Accrued Pension Rights/  
acknowledgement of indebtedness by employer(To be provided by client)
- Two Passport Photographs
- Bank Confirmation of Account (NUBAN)
- Sworn Age Declaration/Birth Certificate
- Means of ID (National ID/Drivers License/ Voter's Card/Int'l Passport)

**Document status:**

Complete

Incomplete

**Kindly State Outstanding Document(s)**

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**Remarks**

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I certify that the documents attached herewith for accessing the benefit indicated above is complete and originals sighted accordingly.

**Name of Officer:** .....

**Signature of Officer:** .....

**Date received:** .....

**Date Dispatched:** .....

**Location:** .....



**DOCUMENTATION REQUIREMENT CHECK LIST FOR VOLUNTARY CONTRIBUTION**

- Data Recapture Exercise – this is mandatory for ALL RSA holders (Active and Retired)
- Duly Filled FCMB Pensions Notice of Retirement form
- Written Application
- Appointment Letter/Retirement Letter
- Two Passport Photographs
- Bank Confirmation of Account (NUBAN)
- Means of ID (National ID/Drivers License/ Voter's Card/Int'l Passport)
- Tin Number (Tax Identification Number)

**Document status:**

Complete

Incomplete

**Kindly State Outstanding Document(s)**

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**Remarks**

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I certify that the documents attached herewith for accessing the benefit indicated above is complete and originals sighted accordingly.

**Name of Officer:** .....

**Signature of Officer:** .....

**Date received:** .....

**Date Dispatched:** .....

**Location:** .....